United Nations ST/AI/2005/9

Secretariat

26 July 2005

Administrative instruction amending administrative instruction ST/AI/2003/7

Competitive examination for recruitment to the Professional category of staff members from other categories

1. Pursuant to section III of General Assembly resolution 59/266, the Under-Secretary-General for Management amends as follows administrative instruction ST/AI/2003/7, entitled "Competitive examination for recruitment to the Professional category of staff members from other categories":

Section 6.4 is replaced by the text set out below:

Section 6
Format and substance of the examination

"6.4 On the basis of performance in the written examination, the board of examiners will invite selected candidates to an oral examination. The number of candidates convoked for the oral examination will normally be five times the number of posts available under the 10 per cent limit approved by the General Assembly. More or fewer candidates may be convoked if the Central Examinations Board considers it to be warranted."

Section 8.2 (d)-(i) is replaced by the text set out below:

Section 8
Central Examinations Board

"8.2 The Central Examinations Board has the following responsibilities:

...

(d) To select and approve, on the basis of a list of projections provided by the Office of Human Resources Management, the posts to be filled within the 10 per cent limit approved by the General Assembly through the examinations;

(e) To review and decide upon recommendations made by the boards of examiners, especially on the arrangements for the marking of papers; recommendations on which candidates are to be convoked to the oral examination, based on results of the written examination; recommendations on

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the attainment of the minimum professional standards required for recruitment; and recommendations for the recruitment of successful candidates;

(f) To establish the final ranking of candidates and then, taking into account the expressions of preference by the candidates, assign the posts to the successful candidates within the 10 per cent limit approved by the General Assembly;

(g) To take note of information submitted by the Office of Human Resources Management to the Board on the placement of up to seven successful candidates on P-2 level posts that are not subject to geographic distribution, other than language posts, and up to three successful candidates in duty stations with chronically high vacancy rates when no successful candidates from the national competitive recruitment examination are available;

(h) To recommend to the Secretary-General possible improvements for future examinations;

(i) To recommend, pursuant to section 2 above, which occupational groups will be selected for the next examination."

Section 12 is replaced by the text set out below:

Section 12
Recruitment of successful candidates

"12.1 The Central Examinations Board will make the final recommendations to the Secretary-General with regard to the recruitment and assignment of successful candidates up to the 10 per cent limit approved by the General Assembly. When approved by the Secretary-General, the recommendations of the Central Examinations Board will be implemented.

12.2 After the Secretary-General's approval of the recommendations of the Central Examinations Board, appointments against any additional posts shall be possible only in accordance with sections 12.5 and 12.6 below.

12.3 Successful candidates will be recruited against the posts selected for the examination up to the 10 per cent limit approved by the General Assembly. The Office of Human Resources Management, in cooperation with the Central Examinations Board, will be responsible for the assignment of successful candidates to posts in the occupational groups in which they have succeeded, after taking into account, in order of priority, the ranking of the candidates in the examinations and the stated preferences of the candidates. In the event that, within an occupational group, there is an unused post or posts because there was an insufficient number of successful candidates meeting the requirements to perform at the junior Professional level, the unused limit will be allocated to the occupational group that has the largest number of unplaced successful candidates, up to the limit of available posts in that occupational group. Should there be two or more occupational groups with the same number of unplaced successful candidates, the unused limit would then be allocated to that occupational group within which the smallest number of candidates has been placed.

12.4 Successful candidates will normally be expected to serve at least two years in their new post. Candidates who do not wish to be assigned to the post

or posts available to them relinquish ipso facto their claim to recruitment under the competitive examination, and, consequently, the next-ranked unplaced successful candidate who has been certified as having met the minimum professional standard for recruitment will be offered the post after confirmation by the Central Examinations Board. If a candidate who is recruited separates from the Organization within six months of the implementation of the recruitment, the next-ranked unplaced successful candidate who has been certified as having met the minimum professional standard for recruitment will be offered the post after confirmation by the Board.

12.5 Once all successful candidates have accepted their posts under the 10 per cent limit approved by the General Assembly, the list of unplaced successful candidates will be circulated to all departments by the Office of Human Resources Management for placement against vacant professional posts not subject to geographical distribution, other than language posts, that occur throughout the year. The number of candidates placed on professional posts not subject to geographical distribution may not exceed seven each year. Placements will be assigned taking into account the order of the request by the department to the Office of Human Resources Management to fill the vacancy. The Office of Human Resources Management is responsible for monitoring the number of appointments in this category and for reporting the total number of candidates placed to the Central Examinations Board as soon as the number is reached.

12.6 Once all successful candidates have accepted their posts under the 10 per cent limit approved by the General Assembly, the Office of Human Resources Management will also identify vacancies in duty stations with chronically high vacancy rates, supported by evidence that no successful candidates from the national competitive recruitment examinations are available. The Office of Human Resources Management may place up to three successful candidates on these posts. Placements will be assigned taking into account the length of time the post has been vacant and the order of the request by the department to the Office of Human Resources Management to fill the vacancy. The Office of Human Resources Management is responsible for monitoring the number of appointments in this category and for reporting the total number of candidates placed to the Central Examinations Board as soon as the number is reached.

12.7 All successful candidates will be recommended for recruitment at the junior Professional level. The salary step at these levels will be determined on the basis of applicable staff rules.

12.8 The names of the successful candidates recruited will appear in the information circular on appointments, promotions and other staff changes, which is issued on a regular basis. The effective date of recruitment of the successful candidates will be the first day of the month in which they assume the functions of the post for which they have been selected."

2. The present instruction shall enter into force on 1 August 2005.

(*Signed*) Christopher B. **Burnham**
Under-Secretary-General for Management

United Nations ST/AI/2005/10

Secretariat

8 August 2005

Administrative instruction

Information and communication technology initiatives

The Under-Secretary-General for Management, to ensure the coherent and coordinated global management of information and communication technology (ICT) initiatives across departments and duty stations, promulgates the following:

Section 1
Definitions

The following definitions shall apply for the purposes of the present instruction:

(a) **ICT resource**: any tangible or intangible asset capable of generating, transmitting, receiving, processing or representing data in electronic form, where the asset is owned, licensed, operated, managed or made available by, or otherwise used by, the United Nations;[1]

(b) **ICT initiative**: any project or activity, irrespective of its source(s) of funding or its cost, that will result in a new or modified ICT resource;

(c) **ICT Board**: the board for which the terms of reference are set forth in Secretary-General's bulletin ST/SGB/2003/17 on the Information and Communication Technology Board;

(d) **ICT committee**: a committee formed by a department or office away from Headquarters for which the terms of reference are set forth in section 4.4 of bulletin ST/SGB/2003/17;

(e) **Project Review Committee**: the committee for which the terms of reference are set forth in section 5 of bulletin ST/SGB/2003/17;

(f) **ICT standard**: a standard for a product, technology, process or procedure related to ICT resources and decided upon by the ICT Board pursuant to section 2 of bulletin ST/SGB/2003/17;

[1] For further information, see section 1 and related commentary in Secretary-General's bulletin ST/SGB/2004/15, entitled "Use of information and communication technology resources and data".

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(g) **High-level business case**: a document supporting an ICT initiative that conforms to and is consistently prepared in accordance with the relevant ICT standards;

(h) **Responsible official**: the staff member responsible for implementing an ICT initiative and for monitoring the realization of benefits;

(i) **e-Assets**: the ICT inventory system of ICT resources which, as directed by the present instruction, is updated by the responsible officials and others under the direction of their local ICT committees and which shall be consulted by the responsible officials, local ICT committees, and the Project Review Committee, in accordance with the relevant ICT standards;

(j) **Business context documentation**: a set of documents that describes the automated and manual systems by which an organizational unit operates, prepared and maintained in accordance with relevant ICT standards.

Section 2
Preparation of the high-level business case by the responsible official

2.1 The high-level business case supporting an ICT initiative shall be prepared prior to its commencement by the responsible official in accordance with relevant ICT standards and under guidance provided as needed by his or her ICT committee.

2.2 The responsible official shall note and justify in the high-level business case any divergence of the ICT initiative from the applicable ICT standards.

2.3 When preparing the high-level business case, the responsible official shall consult e-Assets to check for duplication.

2.4 Information about the ICT initiative from the high-level business case being prepared shall be entered into e-Assets.

2.5 Each high-level business case shall document the reasonable options available for proceeding with the ICT initiative and shall include justification for preferring the selected option.

Section 3
Information and communication technology committees

3.1 Each ICT committee shall establish guidelines for the responsible officials, dealing with, at a minimum:

(a) Completing the high-level business case;

(b) Avoidance of duplication;

(c) Timely updating of e-Assets;

(d) Compliance with relevant ICT standards;

(e) Review by the ICT committee and/or the Project Review Committee prior to commencement.

3.2 ICT committees shall bear the primary responsibility for the substantive review of the high-level business cases for ICT initiatives, ensuring that each initiative is substantively aligned with departmental or office goals and objectives and with the achievement of an approved programme of work.

3.3 ICT committees shall establish and maintain current business context documentation in accordance with the relevant ICT standards.

3.4 ICT committees shall ensure that updated information about ICT initiatives is promptly entered into e-Assets as it becomes available.

3.5 The Department of Management shall provide coordination services for the high-level business cases of ICT initiatives that are within the scopes of multiple ICT committees, drawing support as needed and as agreed in each case from the departments and offices involved.

Section 4
Review by information and communication technology committees

4.1 ICT committees shall submit to the Project Review Committee for review a completed and endorsed high-level business case for an ICT initiative under the following criteria:

(a) ICT initiatives estimated to cost more than $200,000 in combined monetary and staff resources over a four-year period shall be reviewed by the Project Review Committee unless exempted under section 4.2;

(b) ICT initiatives that include procurement of goods or services subject to review by the Headquarters Committee on Contracts, or by a similar committee at an office away from Headquarters, shall be reviewed by the Project Review Committee (unless exempted under section 4.2) prior to review by such a committee;

(c) ICT initiatives that contain any elements not in compliance with an ICT standard or that, in the judgement of the relevant ICT committee chairperson or the chairperson of the Project Review Committee, based upon review of newly entered initiatives in e-Assets, may not be in compliance with the mandate or goals of the ICT Board, including, but not limited to, the goals of maximizing standardization and avoiding duplication, shall be reviewed by the Project Review Committee.

4.2 The following ICT initiatives are exempted from review by the Project Review Committee:

(a) ICT initiatives that are specifically addressed and allowed by ICT standards and that conform to the guidance therein;

(b) Temporary ICT initiatives, regardless of cost, that are expected to be in operation for less than six months; however, any such ICT initiative, which has a revised expectation of being in operation for six months or longer, and otherwise qualifies for review, shall immediately be submitted for review by the Project Review Committee.

Section 5
Review by the Project Review Committee

5.1 The Project Review Committee shall only accept high-level business cases for review that have been endorsed by ICT committees.

5.2 The Project Review Committee shall ensure that:

(i) Each high-level business case before it is complete and consistent;

(ii) ICT standards have been applied uniformly to each high-level business case; and

(iii) Checks for duplication have been completed for each high-level business case.

5.3 In respect of each high-level business case before it, the Project Review Committee shall take and record one of the following actions:

(a) Recommend approval to the chairperson of the ICT Board;

(b) Recommend disapproval to the chairperson of the ICT Board;

(c) Defer the submission for reconsideration at a subsequent Project Review Committee meeting pending clarifications from the endorsing ICT committee;

(d) Return the submission to the endorsing ICT committee for amendment and possible resubmission.

5.4 The Project Review Committee secretariat shall expeditiously notify the relevant ICT committees and the responsible officials of any actions taken by the Project Review Committee and/or the ICT Board.

5.5 The Project Review Committee and its secretariat shall take action within the following time frames on the submissions of high-level business cases for ICT initiatives:

(a) Submissions shall be reviewed for completeness and acknowledged by the Project Review Committee secretariat within five working days of initial receipt;

(b) Incomplete submissions shall be returned within five working days to the endorsing ICT committee for completion and resubmission;

(c) Complete submissions shall be distributed immediately to the members and alternate members of the Project Review Committee and shall be considered by the Committee within 10 working days of initial receipt.

5.6 The PRC shall meet as often as necessary to accomplish its work.

5.7 At the discretion of the Project Review Committee, ICT committees shall be afforded reasonable opportunities to participate in Project Review Committee meetings.

Section 6
Programme budgets and information and communication technology initiatives

Departments and offices shall submit approved high-level business cases for ICT initiatives in support of the relevant portions of their proposed budget requests.

Section 7
Procurement for information and communication technology initiatives

Departments and offices shall include references to approved high-level business cases for ICT initiatives when requesting the procurement of goods or services related to such initiatives.

Section 8
Final provisions

The present instruction shall enter into force on 15 August 2005.

(*Signed*) Christopher B. **Burnham**
Under-Secretary-General for Management